

**Memorandum
Office of the City Clerk**

To: Randall D. Tweet, Interim City Manager
Subject: College Hill Businesses Requests
Date: November 16, 2016



Attached is a letter from Emily Jackson of Jackson's Antiques on behalf of the businesses in the College Hill District requesting permission to decorate the area for their annual Holiday Walk scheduled for Thursday, December 8, 2016 from 5:00 pm to 8:00 pm.

The College Hill District businesses are requesting permission to place signs in the right-of-way at various locations along the streets to advertise the event. In addition, they are requesting to decorate the street posts between 12th Avenue and 14th Avenue along 30th Street with decorative holiday ribbons and paper. The businesses would like to hang these decorations prior to their event.

It is noted that no streets will be closed for this event and the certificate of insurance is on file.

The purpose of this event is to generate awareness of the businesses in the community, and help in making the College Hill District a vibrant part of the community.

RECOMMENDATION:

It is recommended that Council approve the requests for placing signage in the City's right-of-way and decorating the street posts, subject to removing the signage and decorations after the event.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Randall D. Tweet, Interim City Manager



Aleisha Patchin <patchin.aleisha@rigov.org>

Cover Letter

1 message

emilyjackson913@gmail.com <emilyjackson913@gmail.com>
To: patchin.aleisha@rigov.org

Wed, Nov 16, 2016 at 6:48 AM

I apologize that this is not sent in a formal document, but I do not have a computer and this was thrown on my lap last minute. This is what they sent me:

College Hill requests permission to put campaign style signs in the right-of-way to promote our Christmas Walk, taking place December 8th from 5 - 8 pm. We will have Santa and special sales for shoppers.

We also ask permission to decorate the polls between 12th Ave. and 14th Ave. along 30th St. with ribbon and paper.

Thank you,

Emily Jackson
Jackson's Antiques

Because this is so last-minute I am ill prepared to ask for a certain dollar amount for advertising... Perhaps next year we can do that. I am leaving that out of the letter for now.